

AGENDA: June 10, 2003

7.1

CATEGORY: New Business

DEPT.: Community Services

TITLE: Adobe Building—Review of Rental Policies

RECOMMENDATION

1. Amend the Adobe Building rental policy concerning reservation time line, size of event, hours of operation and rental deposits.
2. Adopt A RESOLUTION AMENDING THE CITY OF MOUNTAIN VIEW'S MASTER FEE SCHEDULE TO INCLUDE THE DEPOSITS REQUIRED FOR RENTAL OF THE ADOBE BUILDING, to be read in title only, further reading waived.

FISCAL IMPACT—None.

BACKGROUND AND ANALYSIS

On March 27, 2001, the City Council approved a rental policy and fee schedule for use of the Adobe Building (Attachment 1). Staff was directed to return to Council after a six-month period of operation with a report regarding use of the building and an evaluation of the workability of the policy. With only two private rentals, however, during the first six months, staff felt more time and experience (use) was needed to evaluate the policy.

Dedication of the Adobe Building occurred on September 29, 2001. However, due to a variety of repair items, the building was not made available to the public until November 2001. During the period November 3, 2001 through May 31, 2003, the Adobe Building was reserved on 131 occasions (21 City use, 93 nonprofit and 17 private). Revenue collected was \$26,981. Overall, the rental policy has worked well. The established annual operating budget has been adequate. There is no need for additional funding at this time. There are some policy areas that would benefit from modification and they include:

- Reservation time line.
- Limit on size of event.
- Hours of operation.
- Rental deposits.

- Use of volunteers.

Reservation Time Line

The policy allows Mountain View residents to reserve the Adobe Building no earlier than one year (nonresidents, no earlier than six months) and no later than five days in advance of the date of the event. Proposed is a change from the five-day advance notice required to 14 days. It generally takes 14 days for insurance certificates to be issued and because there are no staff regularly assigned to the Adobe Building, it is often difficult to find trained building attendants who are available (especially on the weekends) with only five days' notice. A 14-day policy would not put an undue burden on renters, allows insurance certificates to be processed in a timely manner and lets staff better manage the work flow and use of hourly employees.

Limit on Size of Event

Beginning with the design phase of the project, limited parking at the Adobe Building has been a concern. The building capacity is 100 people with 18 parking spaces associated with the building (includes six spaces on the street). It has been assumed that events attracting 35 or more people will require event attendees to park in areas not associated with the Adobe Building. City staff attempted to arrange for use of the private property across Moffett Boulevard (leased to the County) but has not met with a positive response. A map with various public parking opportunities in the downtown has been developed and is provided to all renters in an effort to divert traffic from the neighborhood (Attachment 2). There are a few residents on Santa Rosa Avenue who have complained about facility users parking in front of their homes on weekends. A review of the rental records of the Adobe Building indicates an average of two times per month where events on the weekends (Friday, Saturday and Sunday) have had 35 or more people. In order to balance the desire of the community to use the Adobe Building with the needs of residents for reasonable privacy, staff proposes a maximum of four weekend uses per month of 35 or more people at the Adobe Building. Staff will also rediscuss use of the lot across the street with the private rental company that manages the property.

Hours of Operation

Currently, the facility may be rented during the hours of 8:00 a.m. to 10:00 p.m., Monday through Wednesday; 8:00 a.m. to 11:00 p.m., Thursday and Friday; and 9:00 a.m. to 11:00 p.m., Saturday and Sunday. Residents have voiced concern regarding the 11:00 p.m. closure on Thursday evenings as the next day is a school or work day. Given the neighbors' concerns and that most of the rentals on Thursday evenings have ended by 10:00 p.m., it is

suggested the facility close on Thursdays at 10:00 p.m. There have been very few rentals on Sundays until 11:00 p.m.; however, neighborhood concern can be anticipated should the late use proliferate. Proposed is a Sunday evening event end time of 10:00 p.m. One additional change recommended is to allow users to access the Adobe Building prior to 9:00 a.m. on Saturdays and Sundays. Renters have indicated that 9:00 a.m. often does not allow enough setup time for their events. Staff proposes the building be available for setup beginning at 8:00 a.m. (caterers, decorations, etc.) but that the event itself not begin before 9:00 a.m. These changes provide ample opportunities for convenient public use of the Adobe Building and a more reasonable balance for the neighborhood.

Rental Deposits

Currently, security deposits are \$100 for nonprofit organizations and \$300 for private rentals. In order to be consistent with security deposits in effect at the Community Center, staff is recommending the rate be changed to \$300 for nonprofits and \$500 for private rentals. While there has been no damage to the facility and minimal equipment abuse, the security deposits are currently too low and do not accurately represent costs associated with most kinds of damage/loss that might occur.

Use of Volunteers

At the time the rental policy for the Adobe Building was adopted, it was with the understanding that staff would pursue a volunteer program with the Historical Society. In return for free use of the Adobe Building, the Historical Society would provide a volunteer coordinator and volunteers to staff the regularly scheduled weekday use of the facility by nonprofits. The volunteer would not do setup, takedown or cleanup. As the nonprofit use fee was set very low (\$15 per hour), it was assumed that the nonprofit users would not object to doing their own setup, takedown and cleanup.

As is common with most new facilities, the start-up of the Adobe Building involved a number of operational and mechanical issues (i.e., alarm, automatic gate, toilets, etc.). Staff did not feel it was appropriate for a volunteer to deal with these frustrations and did not actively pursue the formation of a volunteer program. However, given that most of these issues have since been resolved, and that one of the reasons the Historical Society's free use of the building was in exchange for the provision of volunteers, implementation of the volunteer component will be the focus of staff's efforts in the next few months. (The Historical Society has been using the Adobe Building four times per year for their quarterly Sunday afternoon meetings.)

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SUMMARY

This report has provided the Council with a review of the Adobe Building's use and rental policies. In general, the operation has been smooth with few problems occurring. The experience gained since opening has led staff to propose some changes to the current policy, namely reservation time line, limit on size of event, hours of operation and rental deposits. An informational update will be forwarded to Council regarding the development and implementation of the volunteer component at a later date.

PUBLIC NOTICING

Agenda posting. Also, notices were sent to Adobe Building renters and residents and businesses within a 300' radius of the property and to the Mountain View Historical Society and the Rotary Club of Mountain View-Los Altos.

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Attachments: 1. Resolution Amending the City of Mountain View's Master Fee Schedule to Include the Deposits Required for Rental of the Adobe Building
2. March 27, 2001 Council Report
3. Parking Map

CITY OF MOUNTAIN VIEW
RESOLUTION NO.
SERIES 2003

A RESOLUTION AMENDING THE CITY OF MOUNTAIN VIEW'S
MASTER FEE SCHEDULE TO INCLUDE THE DEPOSITS REQUIRED FOR
RENTAL OF THE ADOBE BUILDING

WHEREAS, staff has reviewed and analyzed the cost of providing various City services throughout City departments; and

WHEREAS, the City seeks to achieve and maintain financial stability through reasonable cost recovery where appropriate to allow the City to continue to provide cost-effective services;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mountain View that the following fees are hereby adopted and set forth in the schedules attached hereto and incorporated herein as:

Exhibit 1: Fee schedule for Community Services Department rental of the Adobe Building, as revised June 10, 2003.

PB/9/RESO
201-06-10-03R^